

Message

From: Galbraith, Michael [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0ABF7F5C1A5E462E8096CB58EF9757EB-MGALBRAI]
Sent: 8/31/2017 7:06:54 PM
To: Tita LaGrimas [Tita.LaGrimas@tradebe.com]
Subject: RE: Possible meeting days/times

No worries. FYI – I'm working tomorrow (from home) and then I'm on vacation all next week

Mike Galbraith
Permits Branch (5303P)
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1200 Pennsylvania Avenue, NW
Washington, DC 20460

(703) 605-0567

From: Tita LaGrimas [mailto:Tita.LaGrimas@tradebe.com]
Sent: Thursday, August 31, 2017 2:32 PM
To: Galbraith, Michael <Galbraith.Michael@epa.gov>
Subject: Re: Possible meeting days/times

Hi Mr. Galbraith!

I apologize for the delayed response I just let a meeting and will respond when I arrive at office.
Thank you for understanding.
Respectfully,
Tita

Sent from my iPhone

On Aug 31, 2017, at 11:08 AM, Galbraith, Michael <Galbraith.Michael@epa.gov> wrote:

Hi Tita. I checked our calendars. Some possible days and times that work for us are provided below. It's usually harder to schedule meetings on Mondays and Fridays, but if that's the only days you can come in let me know, most of us can adjust our schedules.

We were thinking about limiting this meeting to staff and first line supervisors on our end (and if other supervisors wanted to attend and they were available we'd recommend they sit in time permitting). If we were bump this up to higher management levels it could be harder to schedule and we wouldn't necessarily be able to get into the level of technical detail in our discussions that I think we need to. If that is not what you were envisioning let me know (we'll adjust to whatever you think is best).

Possible days and times:
Sept 19, 11:30-1; Sept 20, 12:30-2:00; Sept 21, 12:00-1:30
Sept 26, 12-1:30; Sept 28, 10-1130

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